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2006 MAR 31 A 11:00



City of Las Vegas Board, Commission, or Committee Interest Form

Name: MARSHA L. Bean
Home Street Address: 8210 Adler Circle
City: Las Vegas ZIP Code: 89149
Work Street Address: 3903 W. Martin Ave
City: Las Vegas ZIP Code: 89118
Employer: K-Beech Enterp Occupation: Project Coord.
Home Phone Number: ⁽⁷⁰²⁾ 240-0201 Work Phone Number: ⁽⁷⁰²⁾ 260-0349
Other Phone Number: _____ Email Address: mbean@mpowercom.net

Please list the boards, commissions, or committees that you are interested in
serving on:

- 1) Community Development Recommending Board
- 2) Neon Museum Board
- 3) Traffic and Parking Commission

For office use only

CLV Y ☒ N ☐

Ward 6

Date 3/31/06

Please list any boards, commissions, or committees that you serve on, or have served on in the past (Use additional pages, if necessary):

None

Please discuss your qualifications to serve on any boards, commissions, or committees (Use additional pages, if necessary):

I have lived in Las Vegas since 1985 and I have watched Las Vegas grow. I have always been interested in the new growth and the direct. Las Vegas is going. I would like to be a part of the creation of Las Vegas.

Please list any of your relatives or friends that work for the entity in which you would be serving:

None

Feel free to attach a resume to this form. Upon submitting this form, all information will be considered public information. This form will be kept on file for 6 months from date of submittal. It is the applicant's responsibility to submit a new form after that time. This form does not constitute an application for employment. Please do not to submit this form electronically. It should be printed, completed and mailed along with a letter and resume.

Please submit to: **City Clerk
City of Las Vegas
400 Stewart Avenue
Las Vegas, NV 89101**

Fax: (702) 382-4803

**You may be required to be resident of the City of Las Vegas to serve certain boards, committees, or commissions.*

MARSHA L. BEAN

8210 Adler Circle

Las Vegas, NV 89149

(702) 260-0349 ~ 371-1637 cell

PROFESSIONAL EXPERIENCE

K-Beech Enterprise – March 1, 2006 to Now

Work with Builder/Developers to get bond released in a timely manner. This includes residential and commercial properties.

Beazer Homes of Nevada – April 29, 2002 to Feb. 18, 2006

Senior Land Acquisition Professional (1/2/05) – Supervise two Land Acquisition Professional, assist with project process.

Land Acquisition Professional (9/15/04) – Coordinate design/processing of engineering plans/revisions (prelim, subdivision, grading plans, easements, plats/deeds). Negotiate contracts for engineering/design services, budget expenditures and approve invoices/cost controls. Be a liaison between engineering and municipalities to ensure projects are being processed in a timely manner. Prepare and maintain schedules, reports and plan approval logs, and sales status plans, this includes setting up sales trailers and location of sites for sales trailers. Post bonds/letters of credit, put together dust permits and 404 (US Army Corp of Engineering) and NOI permits as needed. Coordinate obtaining required archeological, geotechnical, environmental and wetlands information for feasibility study. Coordinate setting up Homeowners Association with attorneys including Articles of Incorporation, by laws, and restrictive Covenants, and SID or LID's and annexations as lots are sold. Coordinate and review title work and assist in obtaining HUD and VA approvals, complete Builder Certification. Track all easements identified on title reports to insure they are finalized. Perform other duties as assigned by supervisor.

Land Coordinator – (Entitlement Process) Open escrow on new land purchases with assorted title companies, set up wires for earnest deposits/closing monies/land option interest payments. Review purchase contracts, work with attorneys, realtor brokers, other builders, soils engineers, and civil engineers.

Land Coordinator – (Contract Administrator) – Work with Project Managers, process contracts and AFP's (JD Edwards) for contractors, make sure billing is processed in a timely manner. Process all Dust Permits to include renewal of dust permits, schedule Sign Company to install dust signs and update signs as needed. Review community bonds monthly and process any bond releases. Coordinate with the construction department, warranty department, architectural department as needed. Review utility process and insure all plans are scanned into the web site for Beazer Homes at CR Reprographics; these include Nevada Power, Cox Communication, and Sprint.

Pentacore Engineering – December 20, 1999 to March 29, 2002 Pentacore Engineering was the largest engineering firm in Las Vegas, Nevada

Project Coordinator - Work with clients (builders, developers) to process tentative maps, improvements plans, and final maps with all zoning, variances, vacations etc. Work with Clark County, City of Las Vegas, and City of Henderson and City of North Las Vegas authorities to process plans. Attend Town Board Meetings and Planning Commission meetings as needed and do presentations. I am familiar with blue print copy machines, Excel, Microsoft Projects, Word and JD Edwards.

Pulte Homes Corporation, PNII, Inc. – January 1994 to December 10, 1999 Pulte Homes Corporation, PN II, Inc. is the largest domestic homebuilder in the United States with 1997 annual revenues of 2.5 billion dollars.

Land Entitlement Processor – Process land through final map recordation in a timely manner, interact with the municipal authorities, engineers, attorneys etc. Attend council meetings, and evening Homeowners Association meetings.

Escrow Coordinator – Review sales contracts, schedule walk dates with buyers and construction department, schedule sign date with buyer and Title Company, review all escrow documents. Similar to duties with Beazer Homes.

Southland Corporation (7-Eleven) – February 1987 to January 1994

Administrative Assistant – Scheduled meetings and appointments for the Division President, organized events such as MDA Golf Tournament, trade shows and this included everyone's airplane reservations, hotel reservations and rental car reservations. I supervised 5 secretaries in the Las Vegas and Phoenix area, and would travel to Phoenix to review work and provide training.

USDA, MPIO – August 1983 to December 1986

Clerk/Typist – typed weekly reports for USDA inspectors to include Michigan, Wisconsin and Illinois. Scheduled appointments and answered the telephone for office staff, and scheduled hotel and plane reservations as needed.